

## **CHARITY COMMISSION CHAIR'S REPORT 2022**

Charity name: Friends of Radnor House Sevenoaks ("Friends" or "FoRH7")

Charity Number: 1173266

Address: Radnor House Sevenoaks, Combe Bank Drive, Sundridge, Sevenoaks,  
Kent TN14 6AE

Phone: 01959 563720

Email: [friends@radnor-sevenoaks.org](mailto:friends@radnor-sevenoaks.org)

Website: <http://www.radnor-sevenoaks.org/about/friends-of-radnor-house-sevenoaks-school>

### Current Trustees 2021/2:

Trustees are the people responsible for controlling the work, management and administration of the charity on behalf of its beneficiaries. Generally, trustees are treasurer, chair, board member etc.

- |                   |                      |
|-------------------|----------------------|
| • Josephine Paton | Appointed 29/09/2021 |
| • Helen Beckerson | Appointed 23/04/2020 |
| • Helen Adams     | Appointed 01/04/2020 |
| • David Paton     | Appointed 05/05/2016 |

Josephine Paton, David Paton and Helen Adams are resigning as Trustees. There must be no fewer than three trustees (there is no maximum number).

### Proposed Trustees for 2022/3:

- Helen Beckerson (continuing)
- Christina Algar (continuing as chair)
- Sarah Wilcher (new co-chair)
- Melissa Bujtor (new secretary)

### Proposed Officers for 2022/3

The charity is managed and administered by a committee comprising the chair, co-chair, treasurer, secretary and any other elected members.

Chair: Christina Algar (remains uncontested)

Co-chair: Sarah Wilcher (proposed by Caroline Proctor; seconded by Josephine Paton)

Treasurer: Helen Beckerson (remains uncontested)

Secretary: Melissa Bujtor (proposed by Josephine Paton; seconded by Helen Beckerson)

### Structure:

Friends is a charity registered in England and Wales with the Charities Commission for General Charitable Purposes. It currently comprises four trustees (above) as well as current Co-Chair, Christina Algar, and around 12 volunteers. Membership is open to individuals over 18 or organisations approved by the trustees and ordinarily comprises parents and guardians from when they sign their child up to Radnor House Sevenoaks School, unless they decide to opt out, until they give notice or leave.

Friends is recognised by HMRC for gift aid. It does not own and/or lease land or property.

### How charity is managed, including how it recruits Trustees:

The governing document of Friends is the Constitution (Appendix A) adopted on 5<sup>th</sup> May 2016, in tandem with the document entitled Operational Arrangements of the same date (Appendix B).

In the past, Friends has been managed by a few individuals, for whom the responsibility has been onerous. The Chair's job was carried out very thoroughly and successfully by Liz Baker from 2018-2021, but following her departure, it proved difficult to recruit new trustees, officers and volunteers as the job was seen as too demanding.

As a result, the current Chair decided to look at the structure of Friends in 2022 and see how the roles could be made more attractive, less onerous and therefore more sustainable going forward. New trustee and officer roles and more volunteering responsibilities have been made available and more members have been approached and asked to contribute their considerable knowledge and expertise. It is hoped that the structure of Friends will be less 'top down' or vertical and flatter in structure, allowing for collaboration amongst the committee and delegation from more people to groups of volunteers whom they manage, leaving officers free to make strategic decisions. In this way, more people can be involved in Friends, in a way that they are comfortable with, leading to happier and more sustained engagement across a wider section of members.

A good working relationship with the school is imperative for the successful operation of the charity. This year the chair has worked with the school to establish sustainable co-operation including clear lines of communication, defined roles and responsibilities and mutual aims.

### Objectives

The charitable objects of Friends found in the Constitution are: “to advance such charitable purposes (according to the law of England and Wales) as the trustees see fit from time to time”. The Operational Arrangements state that the aims and objectives of Friends are “to aim to fully involve parents in the life of Radnor House Sevenoaks, to work in harmony with the school in order to contribute to a vibrant education for all the students, to provide and/or co-ordinate practical support for the school’s activities, to arrange and assist in arranging functions and school based events ...”etc.

Friends helps children/young people, elderly/old people, people with disabilities and other charities or voluntary bodies by making grants to organisations and through other charitable activities chosen by the pupils of Radnor House Sevenoaks.

As such, this year Friends has continued to carry out fundraising activities (see below) for the school’s chosen charities (voted for by the students):

- Project le Monde (more on which below)
- LivingOn – Community Choice charity retained for another year due to Covid
- Porchlight – Nightingale
- Tree of Hope – Churchill
- Alice’s Arc – Newton
- Last Chance Animal Rescue – Pankhurst

These charities were retained due to lack of charitable activity and donations in the years 2020-2021 due to the Covid-19 pandemic. The charities will need to be changed in 2022/2023. It is suggested that a new international charity be found to replace Project le Monde and payments be frozen pending discussions between the trustees.

There is a desire from the charity and school to involve students more in fundraising and charitable work generally. The school has recently joined the Round Square organisation and introduced a vertical tutoring system with new houses which will create more opportunities for students to engage with their chosen charities.

A charities assembly was held on Friday 7<sup>th</sup> October 2022 to which all the charities were invited, and the students heard about how their fundraising helps. Mr Tom Green met with the charitable representatives and will liaise with the students and Heads of House to encourage them to raise funds for and communicate with their charities.

## Activities 2021/2

As you can see from the list and comments below, despite lots of preparation and planning, many of the events in the first two terms of 2021/2 had to be cancelled due to Covid lockdowns or fears, which was disappointing and meant funds could not be raised for the charities and opportunities were limited for members to get together. However, we are confident that 2022/3 will be more positive:

### One off annual events:

- Three Peaks Challenge – The Big Climb: Dozens of families successfully climbed Ben Nevis in October 2021 to raise £4,983.34 for Friends' charities. Big thanks to Becky Watson for her work in the past and to Adam Healey, Caroline Proctor and Helen Beckerson for organising Snowdon in 2022 and Scarfell Pike for 2023.
- Tea Towels for Christmas 2021 – the company unfortunately lost the children's artwork and failed to print all children's art therefore the order had to be cancelled and parents were offered a refund, but few claimed this.
- Christmas Cards for Christmas 2021 were a success- to be continued in 2022.
- Second Hand Uniform – Nicki Nicolson has been running the uniform shop which has raised 4,297.52. It was anticipated that students could run this, but we have a great deal of stock, require more storage space and a big effort to sell the stock we have. The school has agreed to purchase a secure, waterproof shed for the shop and the suggestion is that Friends repay the loan over time, with terms to be agreed. This needs to be progressed as soon as possible so that the substantial stock can be sold.
- Fireworks Night: Friends helped to serve food and drinks on the night at the burger stall and the bar. A big thank you to Gemma Wood for organising the bar. Due to high charges by Thomas Franks, we did not manage to make much profit despite strong sales. This year, the school has booked food trucks and has negotiated a share of profits. The Houses successfully ran stalls to raise money for their charities.
- Christmas Drinks at St Julian's Club: Arranged by Wiebeke but unfortunately cancelled the day before due to Christmas Covid lockdowns despite being sold out.
- Wreath making: cancelled due to Covid lockdowns.
- Christmas jars and Christmas Jumper Day: made over £1,600 profit.
- Christmas Fayre: unfortunately cancelled due to Covid lockdowns.
- Burns Night Supper: cancelled due to Covid lockdowns/fears.
- Quiz Night March 2022: unfortunately cancelled due to lack of interest (four tables sold) possibly due to fears about Covid pre-Easter holidays.
- Book Launch: Liz Baker commissioned a school parent, Lisa Marie Lamb, to author a book, 'The Time Rainbow' about a group of Radnor House Sevenoaks students who go on a time travelling adventure through a magic portal, with artwork supplied by

students. Book sales have raised a profit of over £1,000 to date and Liz and Lisa Marie are to be congratulated and thanked for their hard work on this project.

- Golf Day: 12<sup>th</sup> June 2022. Successfully organised again by Adam Woodward who is to be thanked. Friends hosted a Prosecco and Putting event and helped to sell tickets and provide the raffle and auction for the Golf Day which proved successful, raising £4,461.65 for LivingOn, who attended and gave a speech.
- Summer Ball: School led this event with a raffle and auction for Friends' charities, including LivingOn, who again attended and spoke, and all charitable funds raised (£5,968.84) are to go to the charities. We believe that with an earlier start to ticket sales, more marketing, cutting the cocktail bar and negotiating a good price for the marquee, greater profit can be achieved next year. A big thank you to Louise Lay and Wiebeke Vursteen for all their hard work.
- Head's Walk: Inaugural event in Knole Park took place in September 2022 with a strong turn-out. Termly walks are intended to introduce new parents and to meet existing parents.
- International Group: Dozen or so members continue to meet for coffees and walks termly. This is a strong and popular group thanks to Isabelle Schroder and Jimena Barden de Leon, the organisers.

#### Ongoing:

- The school website has buttons for each House which, when you click on them, lead to a donation page for each charity.
- Members can sign up for Amazon Smile (£214.34) and easyfundraising (£740.61) to raise money for the school's charities when paying for goods online. Members could also donate clothes to the clothes bank in the parent car park, provided by members of Friends, which raised just under £500 this year, is now to be replaced with the Friends' second-hand uniform shop.
- Friends has four izettle card payment machines which link up to iPads and are administered by PayPal. These were used to take payments at the fireworks event and uniform sales to good effect.
- Friends uses Ticket Tailor for events such the Three Peaks/Big Climb, which uses Stripe technology.
- In 2021 Virgin Money Fundraising ceased to trade, so the Friends' account was closed. We changed to Justgiving. We are in the process of creating a more efficient way to fundraise using Justgiving or an alternative. As a result, fundraising for Snowdon 2022

was lower than expected as a separate Justgiving page could not be created for the event.

- It is hoped that with the recruitment of new officers with experience in social media and comms, this element will improve this year.

Financial review including any debts and details of your reserves policy (if applicable)

Helen Beckerson as treasurer has provided the treasurer's report summarising the financial performance of Friends 2021/2.

In summary, the last Annual return was filed and received on time on 22 April 2022 for the reporting year 31 August 2021. Last year, total gross income was £31,383 and total expenditure was £33,149. This year at 31st August 2022, the Friends account has a total of £37,742.13 (subject to change) and we are in a position to distribute the full profit made in 2021/22 - 29,268.32 - to the charities. Full accounts are available on request and will be filed with the Charities Commission once agreed by all trustees.

I would like to thank Helen Adams for her long service to the school. She is resigning as secretary and trustee as her daughter has left the school and gone to university.

Thanks also go to Helen Beckerson and Sam Pain for producing the Annual Accounts and financial reporting which is greatly appreciated.

I would like to extend a welcome to our new members, officers and trustees and wish you all the best for 2022/3.

Jo Paton  
Chair  
10<sup>th</sup> October 2022



**Independent examination of charity accounts:**

**Review of Friends of Radnor House Sevenoaks for the Year ended 31 August 2022**

I have reviewed the constitution of 'Friends of Radnor House Sevenoaks', which was adopted on 5<sup>th</sup> May 2016, the minutes from trustee's meetings that were held during the year and the Chair's Report.

I am happy that the charity is eligible for an independent examination as per the Guidance from the Charity Commission for England and Wales (updated 14 July 2021).

I have reviewed the accounts for the year ending 31<sup>st</sup> August 2022 and I am happy that they reflect the banking activity of the charity and that the transactions and profits relating to each event are reasonable. There is nothing to suggest that the accounting records do not reflect the activity of the charity during the year and I believe they fulfil the obligations under the 2006 Regulations.



Independent Examiner:

Michelle Ashlee – ACMA

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**Friends of Radnor House Sevenoaks**  
**Year ended 31/08/2022**

**Income & Expenditure**

	Receipts	Payments	Profit
<b>2022 Entries</b>			
2022 Subs	3,900.00	0.00	3,900.00
House Challenge	84.76	0.00	84.76
Christmas Jars	100.00	0.00	100.00
Christmas Jumper Day	1,533.81	0.00	1,533.81
Poppy Appeal	9.20	0.00	9.20
Ben Nevis	7,664.46	(2,681.12)	4,983.34
Fireworks	2,887.60	(2,906.85)	(19.25)
Christmas Merchandise	1,561.00	(401.70)	1,159.30
Golf Day	8,056.65	(3,595.00)	4,461.65
Time Rainbow Book	1,383.90	(365.46)	1,018.44
Summer Ball	5,968.84	0.00	5,968.84
School Shop	4,297.52	0.00	4,297.52
Zenith - Charity Clothes Bin	482.00	0.00	482.00
Easy Fundraising	740.61	0.00	740.61
Amazon Smile Fundraising	214.34	0.00	214.34
Sundries	0.00	(475.63)	(475.63)
Virgin Money / JustGiving / Paypal	809.39	0.00	809.39
<b>Total Profit for 2022 year end</b>	<b>39,694.08</b>	<b>(10,425.76)</b>	<b>29,268.32</b>

<b>Less Donations to charity</b>			
Tree of Hope / Bradbourne Group	3,806.38	30.60	3,836.98
Alice's Arc / West Kend Mind	3,853.99	27.00	3,880.99
Porchlight / Foal Farm	3,881.19	19.15	3,900.34
Last Chance Animal Rescue / Leonard Cheshire	3,780.31	8.01	3,788.32
Project Le Monde	3,422.01	0.00	3,422.01
Living On Bereavement (Parents Choice)	10,430.48	0.00	10,430.48
Poppy Appeal	0.00	9.20	9.20
	<b>29,174.36</b>	<b>93.96</b>	<b>29,268.32</b>

<b>Net Fund Increase/(Decrease)</b>	<b>0.00</b>
<b>General Fund at 1 September 2021</b>	<b>3,026.94</b>
<b>Net Fund Increase/(Decrease) 2022</b>	<b>0.00</b>
<b>General Fund at 31st August 2022</b>	<b>3,026.94</b>

<b>Accounting Adjustments</b>			
Snowdon	16,593.56	(11,468.14)	5,125.42
Accruals	367.20	0.00	367.20
School Statement	0.00	(45.75)	(45.75)
Charity donations to be made	0.00	0.00	29,268.32
	<b>16,960.76</b>	<b>(11,513.89)</b>	<b>34,715.19</b>

**Reconciled to the Bank Account**

Bank Account - Opening balance	16,943.52	
Bank Account - Closing balance	37,742.13	
Bank movement		20,798.61

Net Fund Increase/(Decrease) - B'fwd	(13,916.58)	
Net Fund Increase/(Decrease) - current year	0.00	
Accounting Adjustments - C'fwd	34,715.19	
Net Fund Increase/(Decrease) - C'fwd		20,798.61
Bank account reconciled to Net Fund		<b>0.00</b>

**Accounts prepared by:**

  
Samantha PAIN (Nov 1, 2022 16:14 GMT)

**Samantha Pain FCCA****Independent review by:**



**Michelle Ashlee ACMA**